



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminister Street
Providence, Rhode Island 02903-3400

**E-VERIFY
PROGRAM
EMPLOYER**

Peter McWalters
Commissioner

VACANCY NOTICE

APRIL 23, 2009

RHODE ISLAND DEPARTMENT OF EDUCATION

OFFICE OF FINANCE

*** SCHOOL CONSTRUCTION FINANCE SPECIALIST**

\$65,490 - \$81,490

APPLICATION PERIOD:

All resumes must be received or post-marked on or before **April 29, 2009**

APPLICATION REQUIREMENTS:

Send resume, cover letter, two current letters of reference and official transcripts to:

Marvin Abney, Interim Director
Office of Human Resource Development
255 Westminister St.
Providence, RI 02903

Cover letter and resume may be e-mailed to
lisa.vieira@ride.ri.gov

Signed letters of reference and official transcripts should be mailed.

**DUTIES AND
RESPONSIBILITIES:**

See attached job description.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

*** SUBJECT TO FTE AND FUND AVAILABILITY**

(Position is part of Local 2012, RIFT)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** 800-745-5555 **Voice** 800-745-6575

The Board of Regents does not discriminate on the basis of age, color, sex, sexual orientation, race, religion, national origin, or disability

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
NON-CLASSIFIED JOB DESCRIPTION**

TITLE: SCHOOL CONSTRUCTION FINANCE SPECIALIST

GENERAL STATEMENT OF DUTIES: To support the overall responsibilities related to financial accounting/reporting, budget preparation, financial and budget analyses and the development of cost standards for the school construction and housing aid programs.

SUPERVISION RECEIVED: Works under the supervision of a manager with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: May work as part of teams and in collaboration with others with some latitude for the exercise of independent judgment to achieve results. Maybe be involved in providing input to the performance management process as a peer or colleague as appropriate.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Responsible for the financial administration of the housing aid, school construction program and associated audit adjustments.

Responsible for developing and updating data systems to track and project expenditures for the Housing Aid and Necessity of Construction programs.

Assist with the coordination and monitoring of compliance with school construction regulations.

Develop the annual budget, monitor expenditures, reconcile accounts, and project fiscal year-end balances for the school construction and housing aid programs.

Prepare and monitor the Department's annual capital budget for the state-owned schools, including the state-owned career and technical centers.

Assist with the coordination of emergency repairs at state owned career and technical facilities.

Comply with Federal, State and local mandates and regulations and prepare various complex financial reports

Conduct complex studies, analyses and evaluation, and compose reports, policies, proposals, and other forms of written communications for internal and external audiences.

Performs related work as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Thorough knowledge of the principals and methods applicable to a complex budget, accounting system and financial debt service.

Working knowledge of state and federal accounting guidelines and procedures and the ability to apply such knowledge.

Knowledge of Generally Accepted Accounting Principals (GAAP), GASB and FASB reporting requirements.

Ability to analyze accounting systems, perform difficult accounting duties and analyze and prepare financial statements.

Knowledge and high proficiency in the use of databases and financial software applications.

Ability to communicate effectively orally and in writing with strong organizational, filing and written communication skills.

Ability to work independently or as part of a team.

EDUCATION: Advanced degree in business, accounting, finance or a related field of study. Master's Degree and Certified Public Accountant preferred.

EXPERIENCE: Such as may have been gained through: considerable employment in a responsible position where the duties included maintenance of complex accounting systems in a corporation, audit firm, or governmental agency. Five years experience in construction, facilities maintenance management, or related building sector fields preferred.

OR: Any combination of education and experience that shall be substantially equivalent to the above education and experience.

Must have own transportation and be available evenings and occasionally on weekends.

Reasonable accommodation can be made for qualified individuals with a disability.

Date: December 2008 (Final Revisions 1/2009)